CITY
OF
JOPLIN, MO

REQUEST FOR PROPOSAL PACKAGE

2015-RFP-06

For

GOVERNMENTAL CONSULTING AND LEGISLATIVE SERVICES

City of Joplin
City Attorney's Office
602 S. Main St.
Joplin, MO 64801
(417) 624-0820

REQUEST FOR PROPOSALS

The City of Joplin, Missouri will accept sealed proposals until 10:00 A.M., Monday, May 11th, 2015 at the City of Joplin City Attorney's Office located at 602 S. Main St., Joplin, Missouri, 64801 for the following:

GOVERNMENTAL CONSULTING AND LEGISLATIVE SERVICES

Proposals will be received by the City Attorney's Office at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposal number and the Vendor's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to carefully read the entire Request for Proposal.

Leslie Haase, CPA
Finance Director

Publication Date: ***Monday, March 09, 2015***

City of Joplin City Attorney's Office

REQUEST FOR PROPOSALS # RFP 2015-06

FOR

GOVERNMENTAL CONSULTING AND LEGISLATIVE SERVICES

I. Scope of Work

A. Statement of Work Overview

1. The City of Joplin, Missouri (the "City") is seeking an experienced firm (may be referred to as "Firm" or "Proposer" or "Offeror" or "Contractor"), to provide lobbying and legislative representation services that promote the City's interests before the Missouri General Assembly and other State of Missouri governmental bodies. The City desires to enter into a professional services contract with a qualified individual or firm who can demonstrate competency and experience in providing State lobbying services for municipal governments.

2. In carrying out these services, the Firm will assist the City with representation, information gathering, information dissemination, strategic advice, and support services. The Firm will provide a flexible level of support, depending on the depth or scope of the City's legislative priorities at any given time. The services focus on: 1) garnering support for the City's State of Missouri legislative agenda; 2) identifying, tracking, and responding to legislation that impacts Joplin; and 3) securing various State of Missouri funding.

B. Statement of Work Responsibilities

1. State Lobbying Services – General Requirements:

The general scope of work consists of the Firm performing all of the following services:

i). Provide a broad range of State lobbying services on behalf of the City before the Legislative and Executive branches of the Missouri State Government.

ii). Assist in the formulation of a State policy agenda, working with the Mayor and Council and City department heads.

iii). Represent the City's interests in the State budget process as well as identify, solicit, and lobby for Capital Bond Bills and grants.

iv). Review and analyze on a continuing basis, all existing and proposed State of Missouri policies, programs, and legislation; identify issues that may impact the City; and provide prompt notification of issues to the City.

v). Based on policy direction provided by the Mayor and Council and executed by City staff, develop and implement strategies to advance the City's legislative goals.

vi). In areas such as the environment and transportation, where State and Federal policy overlap, coordinate and collaborate with the City's contracted Federal lobbyist, as necessary.

2. Lobbying and Legislative Representation Activities:

The Firm will be responsible for managing the following activities:

i) Communications:

a) Throughout the year and on a real time basis, inform the City of developments coming out of the Legislative and Executive branches of the State Government that impact Joplin.

b) Be available in a timely manner in person, by telephone, fax, or email to provide consultation and advice.

c) In response to City direction, act quickly on Joplin's behalf to rapidly changing developments in the State Government with impact on policy and legislative matters.

d) Represent the City on a year round basis, at Task Force/Work Group meetings, bill hearings, Committee meetings, and provide timely written summaries to City staff.

e) Provide timely written reports that track the status of Joplin legislative priorities and other legislation of interest on a weekly basis during the Legislative Session, and no less than quarterly at other times of the year, delineating the Firm's activities and actions for the City.

f) Work with staff to prepare written communications that convey Joplin's position on State legislative, policy, and intergovernmental issues.

g) Handle the logistics related to City officials testifying at bill hearings.

h) Provide legislative and policy research on legislative proposals and executive agency regulations/issues/initiatives.

ii) Intergovernmental Relations:

The Firm will be responsible for the following relationship building activities:

a) Represent Joplin's interests in Jefferson City by interacting with key members of the General Assembly and staff and Executive agency officials and staff, as needed.

b) Facilitate regular meetings between the City, Local Delegation, and other State legislators to strengthen relationships, and to provide State officials with support as they work to successfully advance the City's priorities and protect its interests.

c) Coach City elected officials and staff on how to present testimony, interact with legislators, and be successful advocates in Jefferson City.

d) Establish and maintain effective strategic relationships with the Missouri Municipal League, municipal and county representatives, and other stakeholders to achieve outcomes that support Joplin's legislative and policy positions.

e) Utilize working relationships with executive agency officials to solve bureaucratic problems on behalf of the City as necessary.

III. Experience Requirements

A. Proposals should contain a history of the firm generally and the primary Consultant specifically in which they have provided similar work for other governmental entities.

B. The Consultant must provide a listing of current and former clients for the last five (5) years for conflict examination.

C. The Consultant shall provide proof of appropriate lobbyist registration under applicable Missouri Law, and shall maintain the same during the Contract period.

IV. Proposal Form and Content

A. Title page:

Indicate the proposal subject, name of firm, local address, telephone number, name of contact person, and date of submittal.

B. Introduction:

Briefly, introduce your firm, indicating whether the firm is local, regional, or national. Provide a profile of the firm including, but not limited to, the number of professional and support staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.

C. Proposal Information:

1. Briefly state your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested in II. Scope of Work.

2. Describe the experience of the firm in the past (24) months in performing similar services. Describe, in detail, the experience of the firm related to transportation and economic development issues. Provide the names and telephone numbers of at least three other public governmental clients for whom your firm has worked.

3. Indicate the names and titles, and include resumes, of the person(s) who will be providing consulting services.

4. Indicate any additional information for the consideration of you firm's qualifications.

5. Provide an example of weekly and/or monthly reports generated for other clients.

6. Indicate a lump sum for the services to be provided for the upcoming Legislative Session commencing January, 2016, and for the City's Fiscal Year, November 1, 2015 – October 31, 2016.

7. Attach the completed Proposer's Certificate.

V. Submission of Proposals

A. Acceptance / rejection / modification to proposals:

The City of Joplin reserves the right to negotiate modifications to proposals that they deem acceptable, reject any and all proposals, and to waive minor irregularities in procedure.

B. Alternate proposals:

1. An alternate proposal is viewed by the City of Joplin as a proposal describing an approach to accomplishing the requirements of the request for proposal which differs from the solicitation.

2. An alternate proposal may also be a second proposal submitted by the same contractor which differs in some degree from its basic or prime proposal.

3. The selection committee will, during the initial evaluation process, consider all alternate proposals submitted.

C. Economy of preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to fulfill the requirements of the proposal.

VI. Proposal Due Date

Four (4) complete copies will be received at the City of Joplin, City Attorney's Office no later than 10:00 A.M., Monday, May 11th, 2015, Central Time. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

Peter C. Edwards
City Attorney
City of Joplin
602 S. Main Street
Joplin, Missouri 64801

The Proposals shall be submitted in a sealed envelope prior to the time established for opening, and the envelope shall be marked with the title of the proposal and the proposal opening date. If submitted by mail, this envelope shall be enclosed in another envelope addressed to the City Attorney at the address specified for mail delivery. If submitted other than by mail, it shall be delivered to the Office of the City Attorney. Proposals submitted by mail must be received in the Office of the City Attorney by the time specified herein for the opening thereof.

VII. Selection Process

A. A Selection Committee (consisting of City Manager, City Attorney, and two (2) Members of the City Council) shall review all proposals and evaluate them based upon, but not limited to, the following criteria:

1. Responsiveness of the proposal to the Request For Proposal. (5%)

2. Ability, capacity, and skill of the Proposer to perform the services. (15%)

3. Responses of the Proposer's references. (5%)

4. Experience of the Proposer and individual members of the Proposer in performing similar services. (15%)

5. The sufficiency of financial resources and ability of the Proposer in performing the contract. (5%)

6. The degrees of participation by qualified minorities within the firm and/or sub-contract with minority or women owned business enterprises. (5%)

7. The firm’s capability to meet Scope of Work. (15%)

8. The qualifications of the supervisory personnel proposed for the project. (15%)

9. Total price. (15%)

10. Other information as may be required or secured. (5%)

B. The Selection Committee shall review and evaluate all proposals submitted in response to this Request For Proposal. The Committee shall conduct a preliminary evaluation process of all proposals on the basis of information provided and other evaluation criteria as set forth in this Request For Proposal or as reasonably determined by the Committee.

C. The Committee will first review each Proposal for compliance with the minimum of qualifications and mandatory requirements for the Request For Proposal. Failure to comply with any mandatory requirements may disqualify a proposal. The Committee may request one or more Proposer to interview by telephone or in person.

D The Selection Committee will review alternative Proposals, and may recommend a proposal from more than one contractor.

E. The Selection Committee will make a recommendation to the Joplin City Council for final approval. The City Council may accept or deny the recommendation. The successful Proposer shall enter into a Contract, prepared by the City's Legal Department, for a term of up to three (3) years, subject to termination upon sixty (90) days' notice, or termination due to breach upon ten (10) days' notice. The Contract may be extended thereafter, upon mutual agreement, as to duties and compensation.

F. The recommended Proposer(s) should be available to attend a Joplin City Council meeting when the Contract is under consideration to respond to questions.

VIII. Conditions of Proposals

A. Late proposals:

Proposals received after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the Proposals to the location designated for receipt of proposal.

B. Completeness:

All information required by the Request For Proposal must be supplied to constitute a legitimate proposal.

C. Proposal opening:

All Proposals will be publicly opened at the time and place specified and will be made available for public inspection.

D. Award presentation:

The Selection Committee will present to the Joplin City Council for acceptance and final award one of the Proposals, or will reject all proposals within sixty (60) calendar days from the opening of the proposals. Proposers agree to hold the proposal prices firm for one hundred twenty (120) calendar days.

E. Proposal clarification request:

During the period of proposal evaluation, the Committee shall have the right to request clarification from the Proposers concerning specifications or prices contained in their proposal. If the Proposer fails to respond to such a request within five (5) business days from the date of request, the Committee shall have the right to reject the proposal.

F. Oral presentations:

After Proposals have been evaluated, the Selection Committee may require representatives of one or more of the Proposers to appear and present before the Selection Committee in Joplin, Missouri, or by teleconference, for the purpose of making a final evaluation and recommendation.

(ATTACHMENT "A")

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal, Instructions to Proposers, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose the services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of up to one hundred twenty (120) days in order to allow the City adequate time to evaluate the proposals.

I agree to abide by all conditions of this proposal and understand that a background investigation and credit check may be conducted by the Joplin Police Department or other applicable agency prior to award.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Developer as its act and deed and that the vendor/contractor is ready, willing, and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Joplin or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

(Attachment "A" - Continued)
Proposer's Certification

_____

Name of business

_____
Name & Title, typed or printed

State of _____)
) ss:
County of _____)

Subscribed and sworn to before me, this _____ day of _____, _____.

_____
Notary Public

_____
City, State, Zip Code.

Commission Expiration Date:

_____.

Mark sealed bids: **"RFP-2015-06; May 11, 2015, GOVERNMENTAL CONSULTING AND LEGISLATIVE SERVICES".**

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

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Affiant